



VACANCY ANNOUNCEMENT
HRM-750-FR-19

Issue Number: 01

Date: 03/10/2005



ANNOUNCEMENT NUMBER: 96

OPEN TO: All Interested Candidates.

POSITION: Computer Network/Database Administrator,
LES-9⁽¹⁾; FP-5⁽²⁾

OPENING DATE: September 9, 2012

CLOSING DATE: September 23, 2012

WORK HOURS: Full-time; 40 hours/week.

SALARY: (1) Mission Policy is to hire LES employees at
step 1 of the grade. The current annual salary for
an LES-9, step 1 is L.E. 100,771.

(2) Actual FP grade and salary will be determined
by the US Department of State.

Notes: All ordinarily resident applicants must have the required work and/or
residency permits to be eligible for consideration.

Best qualified displaced/RIFed employees will receive priority *consideration*
if no US Citizens, family members or veterans apply.

The U.S. Embassy in Cairo is seeking an individual for the position of
Computer Network/Database Administrator in the Information Services
Center Office.

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BASIC FUNCTION OF POSITION

Cairo's Information Services Center is one of the State Department's largest and most extensive computing operations providing services for more than seven hundred fifty Opennet users and linkage with a number of U.S. government systems and clients. The primary system consists of many Local Area Networks (LAN's) connected together forming a large wide area network (WAN), and smaller operations at three local annexes. The incumbent performs general duties of a Client/Server (Systems) Administrator and specific tasks relating to system telecommunication and network engineering, which includes integrating remote networks and using the network communication protocols and technology. Collateral duties include monitoring and maintenance of Embassy telecommunications lines, software installation and configuration and performing hardware maintenance and troubleshooting. The incumbent sets their priorities based on projects and requirements in Cairo and from Washington, under the direct guidance of the Senior Computer Management Specialist and the ISO. The incumbent works closely and collaborates with a number of offices and agencies providing IT systems and network supporting in line with standardized regulations and prevailing security posture in the Embassy.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree in Science, Engineering, Computer Science or Business Administration is required. Microsoft MSCE, Cisco, CCNA or CCNP certification is required.
2. Three years of experience in network administration in a technically complex IT environment where emphasis is placed on analytical, judgment, and expository abilities with respect to the operation, management, and utilization of computer systems is required.
3. Level III (good working knowledge) in both written and oral English and level IV (fluent) in Arabic is required.

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SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply for advertised positions.
3. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. The Universal Application for Employment (UAE) DS-174 (link to instructions and applications: <http://egypt.usembassy.gov/hr.html>)
2. Candidates must provide in the application or (DS-174) names of family members working in the Mission.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied.



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4. (Optional): Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Neveen Elias or Lamiaa Hafez
U.S. Embassy, Cairo
8, Kamal El Din Salah Street, Garden City
Email:cairojobs@state.gov

"Mission policy prohibits pre-selection of applicants."

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;
- and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a

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USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 23, 2012

The US Mission in Cairo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.